

Virginia Board of Nursing OFFICER MEETING

March 23, 2022 Minutes

Time and Place: The Board of Nursing Officer meeting was convened at 8:00 A.M. on March 23, 2022 at Department of Health Professions – Perimeter Center, 9960 Mayland Drive, Suite 300 – Inspiration Room, Henrico, Virginia.

Board Members Present: Brandon Jones, MSN, RN, CNE, NEA-BC; President, Chairperson
Cynthia Swineford, RN, MSN, SNE; First Vice-President
Felisa Smith, PhD, MSA, RN, CNE; Second Vice-President

Staff Members Present: Jay P. Douglas, RN, MSM, CSAC, FRE

1. **January Board Week Debrief:**

- Mr. Jones opened the meeting asking Officers to share their experience with the January Board meeting and with changing proceedings. Board members spoke of the importance of facilitating sessions so that all Board Members had an opportunity to participate and make motions. Board Members noted that the scripts were very helpful. Mr. Jones encouraged Officers to consider participation in ICRS courses specifically “**Parliamentary Procedures**” and “**The Role of Board Member**”.

2. **Board Member Expectations’ Document Review (formally a Guidance Document):**

- A suggestion was made to add a statement pertaining to review of all documents and materials prior to meetings and hearings.
- The officers agreed that in addition to this document be used for new board member orientation, a yearly review with the full board should be undertaken.
- Ms. Douglas will also review DHP policies related to Board Member conduct.
- Officers discussed plans and suggestions for Board Members’ future training.

3. **2022 Officer Meetings:**

- May 2022:
- Best practices for conducting hearings - by Board Counsel
 - Review of Board Member Expectations’ Document – by Mr. Jones
- September 2022:
- Substance Abuse Disorders, Medication Assisted Treatment and HPMP update-possible presenters are HPMP staff and Substance Abuse Treatment providers (Ms. Phelps’ suggestion)

4. Disciplinary Committee

- Ms. Douglas shared that Ms. Phelps, Ms. Swineford and Mr. Hermansen-Parker had volunteered. Mr. Jones appointed the volunteers to this committee. Meetings will be scheduled by staff on the Tuesday of Board meetings following Board Business meeting.

The meeting was adjourned at 8:50 A.M.